

## **PRV – Enrollment Office of Inspector General (OIG) Monthly Report**

### **Purpose:**

The purpose of this procedure is to update provider records of individuals and entities from participation in the Medicaid program that have been identified on the OIG monthly report.

### **Identification of Roles:**

Primary Role - The below procedure will be performed by the Provider Enrollment Team.

Secondary Role – Supervisors and Team Leads will be cross-trained in this function.

### **Performance Standards:**

N/A

### **Path of Business Procedure:**

#### **Step 1: Provider Enrollment Supervisor saves and prints OIG report**

- a. Access OIG web site: <http://www.oig.hhs.gov/fraud/exclusions.asp>
- b. Click on “Downloadable Database” under List of Excluded Individuals/Entities (LEIE)
- c. Click on Monthly Supplements for Standard LEIE
- d. Select the month and year and click on “Exclusions occurring during the month of\_\_\_\_\_”.
- e. File Download box will appear. Click “Save”
- f. Save to “My documents” Once download is complete close
- g. Open Office document –file should be saved in My Documents as “sanction (date)”
- h. Right click on it, select rename
- i. Enter date as month-year “EXE”- press enter two times a black box will flash
- j. Right click on the renamed icon
- k. Select open with
- l. Select Excel
- m. Data will open in excel
- n. Save to hard drive in OIG folder
- o. Print copy for Enrollment Specialist to work

**Step 2: An Enrollment Specialist will check if the provider is active on the Medicaid Management Information System (MMIS)**

- a. Check file 9 on MMIS
- b. Enter the name from the report- last name, first name
- c. If the name is found move to step 3
- d. If the name if not found move to step 4

**Step 3: If name found in MMIS**

- a. Verify from report name, provider type, zip code if all matches
- b. Enter in file 9 action code "C" to update record
- c. Use term code "A" and enter the date from the report
- d. Print screen onto OnBase and add a general note provide termed due to OIG report

**Step 4: Name not found in MMIS**

- a. If the name is not found on MMIS place an "x" on the report next to the name

**Step 5: Report Complete**

**Forms/Reports:**

N/A

**RFP References:**

N/A

**Interfaces:**

OnBase  
MMIS

**Attachments:**

Process Map

**Attachment A:**

OFFICE OF INSPECTOR GENERAL REPORT	
SUPERVISOR	ENROLLMENT SPECIALIST
<div>Save and print OIG report. 1</div>	<div>Check if provider is active on MMIS. 2</div> <div>Name is found in MMIS. 3</div> <div>Yes</div> <div>Report Complete. 5</div> <div>No</div> <div>Place X on report next to name. 4</div>